

INSTRUCTIONS FOR FINAL PRETRIAL CONFERENCE

Hon. G. Patrick Murphy

The parties are advised to **bring the following to the Final Pretrial Conference**:

1. **Jury Instructions** on a WordPerfect formatted disk, plus one hard copy.

Plaintiff is primarily responsible for the Burden of Proof instructions, the Damages instructions, the Verdict forms, and the Verdict instructions.

Defendant is primarily responsible for the Cautionary instructions.

The parties should work together in an effort to produce ONE SET of appropriate instructions. If the parties are unable to agree, each party may submit his/her own version of the contested instructions.

2. The court does not require the parties to submit a proposed final pretrial order. The parties are advised to comply with Federal Rule 26, in particular, 26(a)(3).

3. **Exhibit Template.**

The parties will be provided with an Exhibit List template via e:mail, along with specific instructions for its completion. This is normally done when the Final Pretrial Conference is scheduled. The parties may also request the template by contacting the Courtroom Deputy at: [Linda M. Cook@ilsd.uscourts.gov](mailto:Linda_M_Cook@ilsd.uscourts.gov), or by calling 618/482-9309. The parties are directed to return the completed template to the Courtroom Deputy via e:mail prior to the Final Pretrial Conference, unless other arrangements have been made with the Courtroom Deputy in advance. (NOTE: The template must first be completed by plaintiff and then forwarded to defendant to comply with the numbering system described below.)

Exhibits should be sequentially numbered. That is, if Plaintiff's Exhibits are numbered 1 through 22, Defendant's Exhibits should begin with the number 23.
No duplicate exhibits are permitted. That is, if an Exhibit is offered by Plaintiff, Defendant should not offer the same Exhibit. The goal is to have ONE set of Exhibits.

The court encourages the parties to assemble an **exhibit book** for **witnesses** to view while being examined. This procedure will expedite the examination process.

4. Motions in Limine should be filed no later than ten (10) days prior to the Final Pretrial Conference, pursuant to Local Rules. Responses shall be filed within five (5) days thereafter.

Jury Voir Dire. Counsel for the parties shall conduct voir dire. The court will participate on a limited basis. Counsel need NOT furnish the court with a copy of their voir dire questions.

(Rev. 4/06)